

64-5080

(CLASSIFICATION)

OFFICE OF THE DIRECTOR

Action Memorandum No. A-408

Date 2 JUL 1964

TO : Deputy Director for Plans
Deputy Director for Support

SUBJECT : Review of Audit Reports by Station/Base Chiefs
and Field Support Personnel

REFERENCE:

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1. Review of audit reports reveals too many instances wherein the same weaknesses in financial procedures and management have appeared in succeeding reports. In some cases, failure to follow through on corrective action is attributable to failure of responsible offices to assure that Station and Base Chiefs as well as support personnel clearly understand their responsibility for taking prompt, personal and decisive action on problem areas revealed by audit reports.

2. To assure that responsible officers assigned to field installations are fully informed on matters identified in audit reports as requiring their attention and understand the action expected of them, all personnel preparing to assume positions as Chiefs of Stations or Bases or designated to assume finance or logistical functions at field installations should:

a. Review the last audit report on the installation and any related correspondence concerning action taken or required thereon.

b. Be impressed with their responsibility for following through on audit recommendations.

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3. In addition to review of field audit reports prior to departure on new assignments, review of the most recent audit report and action thereon should be included in matters to be discussed with Station and Base Chiefs and appropriate field support personnel during periods of Headquarters consultation and TDY.

4. Chief, Audit Staff, will provide assistance as desired to clarify or elaborate on any matters presented in audit reports or to assist in briefings of station personnel.

Lyman B. Kirkpatrick
Executive Director-Comptroller

cc: Inspector General

O/IG (15 Jul 64)

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Remarks:

Kirk:

Attached is the proposed Action Memorandum we discussed which, if approved, will require Chiefs of Stations and Bases and field support personnel to review audit reports before going out and during Headquarters consultations and TDYs.



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